


STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	<b>PROGRAM:</b>	<b>ORGANIZATION AND FUNCTION</b>		
	<b>DCD #:</b>	<b>10-2</b>		
	<b>TITLE:</b>	<b>Maryland Reception Diagnostic and Classification Center</b>		
	<b>ISSUED:</b>	<b>July 1, 2004</b>		
	<b>AUTHORITY:</b>	<i>Patricia Allen</i>	<b>ASSISTANT COMMISSIONER</b>	
	<b>APPROVED:</b>	<i>J.C. Szym</i>	<b>COMMISSIONER</b>	

I. References:

- A. Correctional Services Article, §3-101, Annotated Code of Maryland
- B. ACA Standard 4-4010

II. Purpose: To present an outline of the mission, organization and functions of the Maryland Reception Diagnostic and Classification Center (MRDCC).

III. Mission: The mission of MRDCC is to protect the public from the criminal activities of adult male offenders sentenced to the Division of Correction (DOC) through the reception and initial classification process by ensuring their assignment to the proper security level. Also, to operate the central transportation unit which receives writs from courts for DOC inmates and transports to attend scheduled court appearances.

DOC institutions/facilities do not at any time detain juvenile offenders who are under juvenile court jurisdiction. However, youthful offenders are housed in adult correctional institutions/facilities only when legal jurisdiction has been waived to adult authorities, or the juvenile is formally charged with having committed an exclusionary offense.

IV. Description of Facility:

MRDCC is a 14-story maximum security institution, opened in October 1981 in Baltimore City on a complex that includes the Metropolitan Transition Center (MTC), the Maryland Correctional Adjustment Center (MCAC), the Baltimore City Correctional Center (BCCC), and the Baltimore Pre-Release Unit (BPRU). MRDCC receives all adult male offenders committed to DOC by the courts, as well as all technical parole violators and escapees, and evaluates, classifies, assigns and transfers these inmates to appropriate maintaining institutions.

A. Organization

1. The warden is the chief executive officer and is in sole and direct charge of MRDCC, subject to the authority of the Commissioner of Correction and the Commissioner's designees. To carry out this responsibility, the organization chart attached as Appendix 1 is established for MRDCC.
2. The assistant warden functions as the assistant chief executive officer who is responsible for the management of the institution in the warden's absence.
3. The organization chart identifies and assigns responsibility for the management of services by function within the institution. Each department supervisor is responsible for ensuring program implementation and delivery is consistent with DOC directives or as otherwise directed by the Commissioner.

B. Functions

The functions of MRDCC are categorized into five areas: Administration, Custody, Finance, Central Transportation Unit and Programs and Services. These functions are described below:

1. Administration
  - a. Implement and supervise personnel and fiscal procedures in the day-to-day management of the institution.
  - b. Establish and maintain institutional directives which prescribe the manner of operation of the institution.
  - c. Schedule and monitor staff training and development consistent with standards mandated by the Maryland Correctional Training Academy and the Maryland Commission on Correctional Standards, as well as DOC policy and procedure.
  - d. Initiate and maintain inmate base files and records necessary for inmate management and institutional operation.
  - e. Encourage and promote the development of an atmosphere of total quality management which is conducive to the health, welfare, safety and growth of staff.
  - f. Provide daily dietary requirements as sanctioned by state and federal regulations.

2. Custody

MRDCC processes approximately 11,000 intakes a year and houses a population at any time of approximately 770 inmates. The custody program is dedicated to the safe and secure operation of the institution for both staff and inmates.

3. Finance

The chief executive officer of MRDCC is administratively responsible for the management of the Baltimore regional finance office.

4. Central Transportation Unit

MRDCC operates transportation services for DOC, and coordinates all transfers and court appearances for DOC inmates.

5. Programs and Services

- a. Inmate Identification: The intake processing unit inventories property, establishes each inmate's finance account, issues each DOC number and inmate ID, and prepares the fingerprint card for the DOC entry on the Maryland and FBI Rap Sheet.
- b. Case Management Assessment: The case management department develops the base file for each inmate, initiates criminal history verification, and coordinates the reception process which culminates in the initial classification of each inmate. The appropriate security level is established as well as assignment to the maintaining institution.
- c. Education: Consistent with DOC policy, selective inmates are tested to assess their educational grade level and/or need for special education services. This information is included as part of the initial classification and appropriate referrals included for program assignment at the maintaining institution.
- d. Medical: An initial health assessment to include medical, dental and mental health is completed for each inmate and, as appropriate, a health care treatment plan developed.
- e. Social Services: This program includes HIV education and voluntary

testing as well as a substance abuse evaluation of each inmate.  
DCD 10-2

- f. Religious Services: Consistent with DOC policy, MRDCC provides religious programs for all faiths.
- g. Recreation: Recreation is provided as out-of-cell time in each housing unit on a daily basis.

C. No institutional directive is required.

V. Attachment: Appendix 1 - Organization Chart, MRDCC

VI. Rescission: DCD 10-2, dated February 10, 2004

Distribution:

A

L